

ARTICLE VI

PROBATIONARY PERIOD

Section 1. Nature, Purpose, and Duration

Paragraph 1.

All probationary appointments shall be made for a period of six months of employment, as provided by regulations with the approval of the Human Resource Director. The probationary period shall be utilized for the most effective adjustment of a new employee, and for the elimination of any probationary employee whose performance does not meet the required standard of work.

Section 2. Conditions Preliminary to Regular Appointment

Paragraph 1.

Regular appointment of a probationary employee shall be based upon an evaluation, in writing, and shall begin with the date ending the probationary period. Notice of regular appointment shall be furnished to the employee and to the Human Resource Director's office. If it is determined within the probationary period that the services of the employee have been unsatisfactory, the employee shall be notified in writing of the date services are to be terminated, and the reasons therefor, and a copy of such notification filed with the Human Resource Office. Continuation in a position after the expiration of a probationary period shall constitute regular employment.

Section 3. Dismissal During Probation

Paragraph 1.

At any time during the initial new hire probationary period, an employee may be separated from the service of the city without the right of appeal or hearing, but the reasons given for the dismissal shall be submitted in writing to the employee and to the Human Resource office for permanent record.

Paragraph 2.

A name of a person dismissed during the probationary period shall not be returned to the eligibility register unless approved by the Human Resource Director, which decision shall be based on individual circumstances of each case.

Section 4. Extension of Probationary Period

Paragraph 1.

Upon the written recommendation of the department head and the approval of the Human Resource Director, the probationary period may be extended for training purposes for a period of not more than six months. The department head may recommend regular appointment or dismissal at any time during the extended probationary training period.